



City of Austin - JOB DESCRIPTION



Asset Management & Lending Coordinator

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	14592	Salary Grade:	UC9
Approved:	January 03, 2005	Last Revised:	

Purpose:

Under general direction, is responsible for the coordination of asset management and Austin Housing & Finance Corporation programs at Neighborhood Housing and Community Development Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- 1.Coordination of daily operations of the asset management and lending programs by reviewing and evaluating processes and procedures. Research sources, develop short and long-range plans, and compile informational reports.
- 2.Review, analyze, and provide recommendation for assigned projects.
- 3.Coordinate with existing organizations to address community needs.
- 4.Conduct needs assessments and meets with community residents, leaders and community groups to identify needs and available resources.
- 5.Collaborate with other organizations to plan and develop programs and activities or improve coordination of existing services.
- 6.Provide assistance in the administration and processing program applications which encompasses reviewing and assessing each applications and supporting documents to ensure they are in compliance with Program guidelines and legal regulations.

Responsibilities - Supervisor and/or Leadership Exercised:

Supervisory and/or Leadership Functions.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of AHFC, City of Austin and HUD Housing Program guidelines and customers

Knowledge of mortgage and consumer lending

Knowledge of various computer software programs including Access, Word, Excel and Outlook

Skill in evaluation of contract, loan applications, and procedures

Skill in oral and written communication

Ability to handle conflict situations

Ability to exercise good judgment, tact, and diplomacy with the public

Minimum Qualifications:

Bachelor's Degree in Real Estate, Finance, Public Administration or directly related field plus two (2) years of experience in commercial loan processing, real estate, asset management, public finance or related experience

Additional 4 years of directly related work experience may substitute for degree

Licenses and Certifications Required:

Any required licenses or certifications.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.